# **System Control and Reference Tables**

# **Topic Objectives**

After completing this topic, you will be able to:

- Describe the system control and reference tables used for budget control.
- View the system control and reference tables used for budget control.

# **Topic Overview**

This topic introduces you to the following system control and reference tables:

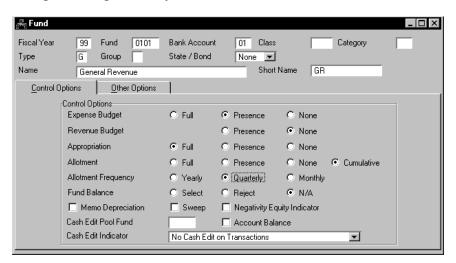
- Fund (FUN2)
- Fund Agency (FGY2)
- Organization (ORG2)
- System Control Options (SOP2)

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#### Fund (FUN2)

The Fund (FUN2) table defines the values for all funds in SAM II. It also specifies, for each fund, how SAM II is to handle various control options. Expense budgets with this fund will have presence control, revenue budgets with this fund will have no control, appropriations with this fund will have full control, and allotments with this fund will have cumulative control on a quarterly basis.

This table is maintained by the Office of Administration (OA). It is recommended that control options for existing funds are not changed during a fiscal year.



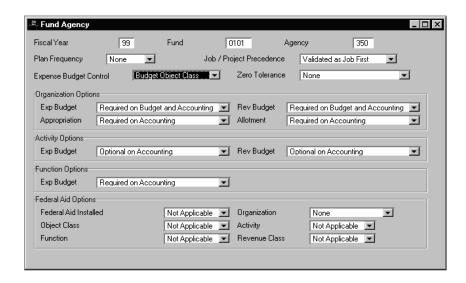
## **Fund Agency (FGY2)**

The Fund Agency (FGY2) table defines all the Fund/Agency combinations that are valid in SAM II. System control options concerning budget control and accounting documents for each Fund/Agency combination are established on this table.

In the example of the FGY2 table, the Organization field is: required on budget and accounting for expense budgets; required on budget and accounting for revenue budgets; required on accounting for appropriations; and required on accounting for allotments. The Activity field is optional on accounting for expense budgets and revenue budgets. The Function field is required on accounting for expense budgets.

The FGY2 table is maintained by OA. It is recommended that control options for existing Fund-Agency combinations are not changed during a fiscal year.

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## **Organization (ORG2)**

The Organization (ORG2) table defines valid organizations and establishes agency/organization relationships. The SAM II organization structure allows the definition of up to twelve-hierarchical levels, with each lower hierarchical level rolling up to a specific organization at a higher level.

Sub-organizations can be used to further breakdown or divide an organization. Sub-organizations may be used by an agency for reporting purposes, but budgets cannot be established at this level. Expense budgets are established at the organization level.

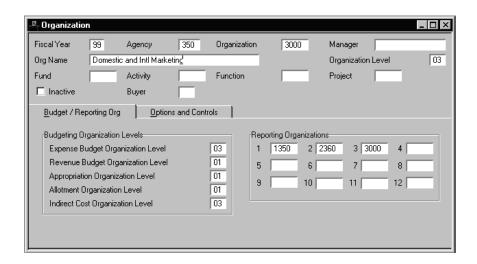
The ORG2 table defines the organization level at which appropriations, allotments, expense budgets and revenue budgets are established. The Budgeting Organization Level will be set to 01 for appropriations and allotments. However, based on the controls set on the FGY2 table, Organization codes will not be used on appropriation and allotment documents. Expense budget and revenue budget documents will contain an Organization code. In general, the Budget Organization Level will be set at lower-level organizations for expense budgets and revenue budgets.

The Budgeting Organization Level is defined for each organization. Since budgets are established at various organization levels, an explosion process generates expense budgets for organizations reporting to the organization used in the budget preparation system. The explosion process will only include organizations defined as Expense Budget Organization Levels. The explosion process creates the Automated Expense Budget (EBA) document. This document can be used by agencies to

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create internal budgetary controls. The use of the EBA document will be discussed in more detail later.

The ORG2 table is maintained by OA. It is recommended that control options for existing funds and agencies are not changed during a fiscal year.

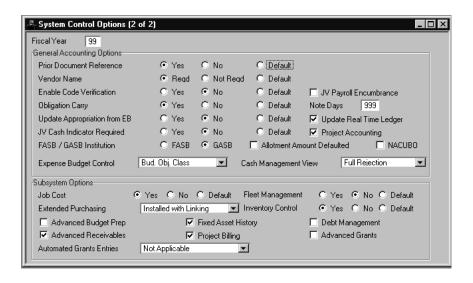


## **System Control Options (SOP2)**

The System Control Options (SOP2) table sets statewide expense budget controls and other controls for the entire SAM II system. As shown in the example, the SOP2 table will have Expense Budget Control set to Bud Obj Class, which requires the Budget Object Class field on expense budgets lines.

The SAM II System Administrator controls the SOP2 table and reviews all requests to update or modify the settings on the table.

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